

ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

VOL. 3 NO. 17

DECEMBER 1982

BLOCK STATISTIC MAPS

All the Block Statistic Reports that were issued by Census have been distributed to the Depository Libraries. However, the maps that should have accompanied the Reports have not yet been filmed. GPO had a problem awarding the contract to have the maps converted to microfiche. The contract was to be awarded in July, 1982, but one of the bidders lodged a protest and nothing can be done until the General Accounting Office decides the issue. GPO cannot make any comments or estimates on the delivery of the maps other than they will eventually be converted to microfiche and distributed.

GPO is monitoring the General Accounting Office's progress in this matter, and is prepared to resume efforts when a decision is issued. Libraries that are in desperate need of the maps can purchase them by submitting their order to Superintendent of Documents. Libraries will be notified when an estimated delivery date is set.

CLAIMS

The Library Division has received a considerable number of written inquiries concerning claims, when a properly completed shipping list/claim form would have been easier and faster for the library as well as for GPO. After conversing with several of the Depository Librarians we feel a repetition of the "Instructions to Depository Libraries for Using Combined Shipping List/Claim Form" is long overdue. Please read the following instructions and have all librarians, technicians and clerks concerned with Depository Library claims read and follow the instructions listed below:

• INSTRUCTIONS TO DEPOSITORY LIBRARIES FOR USING COMBINED SHIPPING LIST/CLAIM FORM

(All claims for nonreceipt of publications listed on a Shipping List and selected by your Depository Library should be claimed in the following manner.)

1. Claims for nonreceipt of publications must be postmarked within 60 calendar days of receipt of the shipment. Claims postmarked later than 60 days will not be honored.
2. Please indicate title(s) being claimed by circling item number(s) and classification number(s).
3. Signature of librarian authorizing claim should appear on the line provided just above the mailing label.
4. On the return mailing label, clearly print or type the Depository Library number, the Shipping List number, and the Library name and address.
5. Please do not list any missing items on the return label.

6. Please do not use the return mailing label for any purpose other than claims.
7. Forward a copy of the Shipping List from which the titles are being claimed to the address listed on the bottom of the Shipping List.
8. Please make and retain a copy of the Shipping List from which you are claiming.

DISTRIBUTION OF BASIC MANUALS AND THEIR UPDATES

Publications issued in the form of a basic manual with periodic updates (*i.e.* HE 22.8/2:, Medicare Hospital Manual, item 512-A-21) present a peculiar problem in distribution. Often the basic manual will already have been printed when we survey. Of course, the required distribution is not known until the survey is completed, and until we have an established count we are required to order only two copies.

Thus, copies of the basic manual may not be made available to the Depository Libraries until the department issues a consolidated reprint. Meanwhile, transmittal sheets will be sent to the Depository Libraries whether the basic manual has been sent or not. It is suggested that in cases where no basic manual will be available through the Depository Library Program an effort be made on the part of each Depository Library to purchase some of the basic manuals from the Superintendent of Documents. Unavailability of the basic manual will be mentioned in the survey annotations.

DEFECTIVE NAME AUTHORITIES

The Name Authorities, Cumulative Microform Edition 1977-March 1982, Library of Congress, which was distributed on shipping list 444-M, dated September 16, 1982, is defective. A substantial amount of information was omitted between fiche numbers 232 and 233. Since the Library of Congress would not be able to reissue a corrected microfiche set before the June, 1982 edition will be distributed, they suggest that you retain your copy of the prior edition of the Name Authorities Cumulative Microform Edition until the June, 1982 edition is distributed. Because of this defect in the March, 1982 edition, the June, 1982 edition will be sent out on a priority basis.

CLASSIFICATION MAIL

The Government Printing Office, Library Division receives mail every time a mistake is made, especially if the SuDocs Classification Number is wrong. Responding to a deluge of individual letters is quite time-consuming and thereby impedes the efforts of GPO to promptly notify the overall depository community.

Wait for approximately one month before notifying us about an incorrect class number on a Shipping List. GPO will try to send weekly correction sheets on Shipping Lists.

In this way, we will have more time available to correct our mistakes and, therefore, we will be able to notify you more quickly. Please consider holding your corrections for a one-month period after the receipt date you stamp on the Shipping List. (This will give us one week to address the problem, make the correction, create the list and two weeks for it to reach you.)

With your cooperation GPO can notify the entire library community with less delay.

SPECIAL NOTICE

UNITED STATES CONGRESSIONAL SERIAL SET FOR 96TH CONGRESS IN MICROFICHE

On a separate attachment to the May 1982 issue of Administrative Notes, we announced a "special offer" of the bound United States Congressional Serial Set for the entire 96th Congress on microfiche. The offer was made in order to compensate for the gaps which many libraries have in their microfiche set of the 96th Congress reports.

The Joint Committee on Printing requested that GPO not convert the bound Serial Set volumes to microfiche and not offer this microfiche to the Depository Libraries. Instead, we will duplicate the reports in the original format which consists of only one report per fiche.

On this basis, all libraries that responded to the "special offer" should resubmit a request for those titles they are missing from the complete set of House and Senate Reports for the 1st session 96th Congress in the original microfiche format instead of the microfiched bound volume. Please list the missing titles by report number and send the request to:

Government Printing Office
Congressional Serial Set 96-1 (SLLA)
5236 Eisenhower Avenue
Alexandria Va 22304

The 2nd session of the 96th Congress was sent out by GPO with no gaps and should not be claimed. Dividers and a separate fiche containing the Title Page and/or Table of Contents and the original microfiche report or document will be mailed at a future date.

SURVEY SHIPPING LIST FORMAT

GPO has changed survey shipping list formats beginning with Survey 82-35: annotations will continue to appear on the item cards, but no longer on the survey shipping lists. The number of items on a single survey also is being increased.

GPO is eliminating the duplicate typing of annotations on survey shipping lists, to enable our staff to apply their efforts to other important work. The item cards will continue to provide you with all the information you currently receive.

Please notify all concerned in your library of this change.

MISSING BIENNIAL REPORTS

Depository Library response to the AD NOTE for September (Volume 3, Number 14) netted 36 missing Biennial Reports. However, there are still some libraries whose Reports have not been received. Please check the list below. If it happens that your library number is on the list, please send us your Report (or a photocopy). If you need a new Report form to fill out, drop a note to: Dan MacGilvray, Administrative Librarian, GPO, Library Division, 5236 Eisenhower Avenue, Alexandria, Va 22304.

0003	0069A	0145	0360	0457A	0594	0674
0009B	0077A	0164	0370A	0460A	0596	1000
0018A	0079A	0194	0372	0469	0597B	1002
0022A	0080A	0224B	0377B	0471A	0608	1015
0044A	0088A	0229A	0380	0481A	0617A	1034
0046C	0092	0261A	0386A	0489	0629	1037
0059B	0094	0269	0409A	0533	0640A	1047
0060A	0102B	0270A	0412A	0549A	0650	1049
0062A	0109A	0308	0434	0550A	0654	
0066C	0129A	0308A	0443A	0558	0657A	
0067	0136	0342A	0445B	0572	0667A	

SLIP OPINION 81-5321

If you are on the distribution list for item number 740-A, you received two copies of slip opinion 81-5321, dated July 2, 1982, and classed Ju 6.8/b:981/81-5321. After contacting the agency, we were informed that the corrected copy has a footnote on the bottom of the last page, please check both slip opinions. The two shipping lists numbers involved are 17,280 distributed on August 18, 1982 and 17,399, distributed on October 13, 1982.

REGIONAL DEPOSITORY LIBRARIANS

With this issue of ADMINISTRATIVE NOTES is a current list of Regional Depository Librarians. We try to keep this up-to-date. In the event of changes of persons, addresses, or phone numbers, please drop a note to:

U.S. Government Printing Office
Chief, Library Division
5236 Eisenhower Avenue
Alexandria, VA 22304

REGIONAL DEPOSITORY LIBRARIANS

Ms. Barbara W. Dekle
Head of Public Services
Auburn University at Montgomery
Montgomery, Alabama 36193
(205) 279-9110, ext. 253

Ms. Sarah B. Reeves
Documents Librarian
Reference Department, Drawer S
University of Alabama Libraries
University, Alabama 35486
(205) 348-7369

Ms. Sally Hronek
Federal Documents Librarian
Department of Library, Archives
and Public Records
State Capitol - 3rd Floor
Phoenix, Arizona 85007
(602) 255-4121

Ms. Cynthia E. Bower
Head Documents Librarian
University of Arizona Library
Tucson, Arizona 85721
(602) 626-5233

Mr. John A. McGeachy
Coordinator for Documents Services
Documents Services Section
One Capitol Mall
Little Rock, Arkansas 72201
(501) 371-2326

Mr. Richard Nicoles
Documents Librarian
Government Publications Service
California State Library
Post Office Box 2037
Sacramento, California 95809
(916) 322-4572

Ms. Catharine J. Reynolds
Head, Government Publications Library
University of Colorado Library
Campus Box 184
Boulder, Colorado 80309
(303) 492-8834

Mr. Robert Shaklee
Department Manager
Government Publications Department
Denver Public Library
1357 Broadway
Denver, Colorado 80203
(303) 571-2131

Mr. Barry Woods
Supervisor of General Reference
and Government Documents
Connecticut State Library
231 Capitol Avenue
Hartford, Connecticut 06106
(203) 566-7029

Ms. Sally A. Cravens
Head, Documents Department
Library West
University of Florida Libraries
Gainesville, Florida 32611
(904) 392-0367

Ms. Sandra McAninch
Head, Government Reference Department
Documents Section
University of Georgia Libraries
Athens, Georgia 30602
(404) 542-8951

Mrs. Patricia Sheldon
Head, Government Documents,
Maps and Microforms
University of Hawaii Library
2550 The Mall
Honolulu, Hawaii 96822
(808) 948-8230

Mr. Dennis W. Baird
Social Science Librarian
Documents Sections
University of Idaho Libraries
Moscow, Idaho 83843
(208) 885-6344

Ms. Janet S. Lyons
Federal Documents Coordinator
Illinois State Library
Centennial Building
Springfield, Illinois 62506
(217) 782-7612

REGIONAL DEPOSITORY LIBRARIANS (continued)

Ms. Doris Flora
Serials and Documents Librarian
Indiana State Library
140 North Senate Avenue
Indianapolis, Indiana 46204
(317) 232-3686

Mrs. Carolyn W. Kohler
Head, Government Publications Department
University of Iowa Libraries
Iowa City, Iowa 52242
(319) 353-3318

Ms. Marion Howey
Documents Librarian
University of Kansas Libraries
Lawrence, Kansas 66045
(913) 864-4662

Ms. Janis G. Trebby
Head, Government Publications Department
University of Kentucky Libraries
Lexington, Kentucky 40506-0039
(606) 257-3139

Mr. Jimmie H. Hoover
Head, Business Administration and
Government Documents Department
Middleton Library
Louisiana State University
Baton Rouge, Louisiana 70803-3300
(504) 388-2570

Mr. Stephen Henson
Documents Librarian
Prescott Memorial Library
Louisiana Tech University
Ruston, Louisiana 71272
(318) 257-4962

Mr. Francis R. Wihbey
Head, Government Document Depository
Raymond H. Fogler Library
University of Maine
Orono, Maine 04469
(207) 581-1680

Dr. LeRoy Schwarzkopf
Head, Documents/Maps Room
McKeldin Library
University of Maryland
College Park, Maryland 20742
(301) 454-3034/5250

Mr. V. Lloyd Jameson
Coordinator for Government
Documents, Microtext and Newspapers
Boston Public Library
Boston, Massachusetts 02117
(617) 536-5400, ext. 226

Mr. Paul W. Thurston
Documents Specialist
Detroit Public Library
5201 Woodward Avenue
Detroit, Michigan 48202
(313) 833-1409

Ms. F. Anne Diamond
Unit Head, Government Documents
Michigan State Library
Post Office Box 30007
Lansing, Michigan 48906
(517) 373-0640

Mr. William R. LaBissoniere
Head, Government Publications Library
409 Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455
(612) 373-7870

Dr. Annie E. Mills
Documents Librarian
Documents Department
University of Mississippi Library
University, Mississippi 38677
(601) 232-7091, ext. 7

Mr. Dennis L. Richards
Documents Librarian
Documents Division
Maurene and Mike Mansfield Library
University of Montana
Missoula, Montana 59812
(406) 243-6700

Ms. Patricia Sloan
Federal Documents Librarian
Nebraska Library Commission
1420 P Street
Lincoln, Nebraska 68508
(402) 471-2045

REGIONAL DEPOSITORY LIBRARIANS (continued)

Mr. Steven D. Zink
Head, Government Publications Department
University of Nevada Library
Reno, Nevada 89557
(702) 784-6579

Mr. George Hawley
Principal Librarian
U.S. Documents Division
Newark Public Library
5 Washington Street
Newark, New Jersey 07101-0630
(201) 733-7812

Ms. Teresa Marquez
Acting Head, Government Publications
and Maps Department
Zimmerman Library
University of New Mexico
Albuquerque, New Mexico 87131
(505) 277-5441

Ms. Sandra K. Faull
Documents Librarian
New Mexico State Library
325 Don Gaspar Avenue
Santa Fe, New Mexico 87501
(505) 827-2033

Mr. Henry Ilnicki
Head, Gift and Exchange Section
New York State Library
Albany, New York 12230
(518) 474-5953

Mr. Ridley R. Kessler, Jr.
Federal Documents Librarian
BA/SS Division-Documents
Wilson Library 024A
University of North Carolina
Chapel Hill, North Carolina 27514
(919) 966-5530

Ms. Kathryn Hollenhorst
Regional Depository Librarian
Federal Documents Office
North Dakota State University Library
Fargo, North Dakota 58105
(701) 237-7008

Ms. Mary Scott
Documents Bibliographer
Documents Department
Chester Fritz Library
University of North Dakota
Grand Forks, North Dakota 58202
(701) 777-2617

Mr. Clyde W. Hordusky
Documents Specialist
Documents Section
State Library of Ohio
65 South Front Street
Columbus, Ohio 43215
(614) 462-7051

Ms. Virginia Collier
Head, U.S. Government
Documents Division
Oklahoma Department of Libraries
200 North East 18th Street
Oklahoma City, Oklahoma 73105
(405) 521-2502

Mrs. Vicki W. Phillips
Head, Documents Department
Oklahoma State University Library
Stillwater, Oklahoma 74078
(405) 624-6546

Ms. Gwen Newborg
Documents Librarian
Portland State University Library
Post Office Box 1151
Portland, Oregon 97207
(503) 229-3673

Mr. John E. Geschwindt
Section Head, Government Publications
State Library of Pennsylvania
Post Office Box 1601
Harrisburg, Pennsylvania 17126
(717) 787-3752

Miss Bonnie Grobar
Head, Reference/Documents Unit
Public Services Department
Texas State Library
Post Office Box 12927
Capitol Station
Austin, Texas 78711
(512) 475-2996

REGIONAL DEPOSITORY LIBRARIANS (continued)

Ms. Mary Ann Higdon
Documents Librarian
Documents Department
Texas Tech University Library
Lubbock, Texas 79409
(806) 742-2268

Mr. Jerome B. Frobom
Head, Government Publications Depository
Wyoming State Library
Supreme Court Building
Cheyenne, Wyoming 82002
(307) 777-6344

Mr. Karlo K. Mustonen
Regional Federal Depository Librarian
Documents Department
Merrill Library and Learning
Resources Program UMC 30
Logan, Utah 84332
(801) 750-2682

Mr. Walter L. Newsome
Documents Librarian
Government Documents
Alderman Library
University of Virginia
Charlottesville, Virginia 22901
(804) 924-3133

Ms. Ann Bregent
Documents Librarian
Documents Section
Washington State Library
Olympia, Washington 98504
(206) 753-4027

Mr. Theodore Skok
Reference Librarian
Government Documents Section
West Virginia University Library
Morgantown, West Virginia 26506
(304) 293-3640

Mr. John A. Peters
Government Publications Librarian
Memorial Library
State Historical Society of Wisconsin
816 State Street
Madison, Wisconsin 53706
(608) 262-4347

Ms. Virginia Schwartz
Documents Librarian
Documents Division
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233
(414) 278-3065